



# Southern California Association of Governments

## Human Resources

818 West 7th Street, 12th Floor, Los Angeles, California 90017 • (213) 236-1910 • [www.scag.ca.gov](http://www.scag.ca.gov)

## INTERN

**Applications are accepted on a continuous, year-round basis**

**Unpaid/volunteer**

**Public transit cost reimbursement**

### THE POSITIONS

Under general supervision, to perform a variety of routine administrative and technical duties in support of a department or section and to research, write, and present reports and recommendations. Positions range from 10-40 hours per week. Interns will be appointed to any of the following areas: Planning and Policy, Government Affairs, Finance and Accounting, Human Resources, Operations, Information Services, GIS and Modeling, or Contracts which will provide training and mentoring experience

### THE IDEAL CANDIDATES

Candidates will have an interest in gaining hands-on experience in government and public affairs and a working knowledge of computer applications.

### DESCRIPTION OF DUTIES

- Perform a wide variety of administrative and technical assignments to assist departments or sections and to receive on-the-job exposure to various government issues; depending on assigned work area, learn to perform various administrative, planning, analytical, and financial tasks.
- Research, write, and present reports and recommendations on a variety of government topics; participate in conducting studies and analyses involving assigned programs and functions concerning policies, practices, procedures, financial resources, facilities, proposals, staffing, new programs and projects, effectiveness of programs, and planning.
- Collect, compile, describe, organize, analyze, interpret, and present data and information related to area and issues under study.
- Assist in the coordination of data and materials for the department or section; consult with businesses, citizens, SCAG personnel, consultants, governmental agencies, and associations to obtain and distribute information and data.
- Perform a variety of clerical or technical tasks in support of SCAG programs; answer phones and assist the public; maintain a variety of records.

### MINIMUM QUALIFICATIONS

**Education, Training and Experience:** A college student who is currently enrolled in a university or community college taking classes towards a degree objective or who has graduated within the previous 12 months.

**Knowledge of:** basic principles of government management and public administration; research and report preparation methods and procedures; modern office procedures, methods and

computer software and hardware; public relations techniques; basic principles and procedures of record keeping; principles of mathematics and statistics; English usage, spelling, vocabulary, grammar, and punctuation.

**Ability to:** learn to interpret the policies and procedures of the assigned department; learn and understand the organization and operation of the assigned department and of outside agencies as necessary; research, analyze, and evaluate programs, policies, and procedures; prepare clear and concise reports; proofread and detect errors in typing, spelling, grammar and punctuation; independently prepare correspondence and memoranda; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

### APPLICATION AND SELECTION PROCEDURE

Access our employment application online at [www.scag.ca.gov](http://www.scag.ca.gov).

Submit your application or resume to:

**Southern California Association of Governments,  
Attn: Human Resources Office,  
818 West 7<sup>th</sup> Street, 12<sup>th</sup> Floor, Los Angeles, California 90017  
(213) 236-1931, fax (213) 630-1493.**

All applications will be reviewed. Qualified applicants will be forwarded to departments with vacancies as they occur.

### EMPLOYMENT INFORMATION

Before employment, applicants will be required to provide documentation that verifies their proof of eligibility to work in the United States. Assignments may not exceed 1000 hours per year. Interns may be removed at any time without cause or right of appeal.

### THE ORGANIZATION

The Southern California Association of Governments (SCAG) is a regional planning agency and a Council of Governments, established in 1965. SCAG works to develop long-range policies and action plans to address issues of regional and sub-regional concern and to help local agencies meet Federal and State planning mandates. SCAG serves as a center for information exchange on a broad range of transportation, growth management, environmental, infrastructure and institutional issues. The SCAG region includes six counties, one hundred eighty-four cities, 38,000 square miles and a population of 15 million.